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SUBJECT GROUP 5500-5599 SECURITY

SUBGROUP 5520 - PERSONNEL SECURITY

5520.1 Vehicle Access and Control Aboard Installations

a. Vehicle Identification and Movement Control. Identification and control of personnel is related directly to privately owned motor vehicles onboard activities. The authority to determine the type of identification system used for privately owned vehicles is addressed in DODINST 11200.5 series. The vehicle identification method used serves as a means to identify vehicles as having authority for being operated and parked on the installation. Identification required of persons traveling in motor vehicles will be the same as required of pedestrians entering or leaving an installation.

b. Regional Vehicle Registration. The DOD decal is the proper method of identifying vehicles owned by persons authorized aboard a military installation.

c. Infrequent Visitor Vehicle Control. A white dated Visitor's Pass displayed on the dashboard of a vehicle, so as not to obscure the driver's vision, will be used to identify a visitor's vehicle. In addition to the administrative information contained on the card, the following warning statements appear:

(1) Acceptance of this pass gives your consent for this vehicle to be searched while entering, aboard, or leaving any military installation.

(2) Possession of firearms, non-prescribed drugs, and unsealed intoxicating beverages within the vehicle is prohibited.

(3) All state and local vehicle regulations are in effect on all Mid-Atlantic installations.

(4) Park only in authorized non-reserved spaces.

(5) Unauthorized use or possession of this pass is unlawful and will make the offender liable to a fine and/or imprisonment.

(6) Seat belt usage required (IAW OPNAVINST 5100.12 series and Subject Group 5100 of this manual).

d. Commercial Vehicles. Commercial vehicles, including buses, are authorized entry by permanent registration or visitor control methods. Normal search and identification verification procedures and additional local precautions will be applied to prevent unauthorized material or personnel being introduced into or removed from the installation.

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e. Control of Media Vehicles. All media vehicles will be escorted in order to gain access to the installation.

f. Government-Owned Vehicles. Government-owned vehicles are provided with other means of identification, not annotated in this instruction.

g. Honoring of Vehicle Identification. DOD vehicle identification, issued to military personnel by other activities is honored throughout Hampton Roads in accordance with DODINST 11200.5 series.

h. Emergency Vehicles. Emergency vehicles (e.g. ambulances, municipal fire engines, municipal police, etc.) will be granted access at all times while on official duty. In "Hot Pursuit" situations, such vehicles will notify Base Police in order to coordinate response and assistance as required.

5520.2 Admission of Private and Commercial Vehicles

a. Vehicle Decals. Current installation specific or regional vehicle decals must be displayed on all commercially and privately owned motor vehicles that are operated regularly on Hampton Roads installations for periods exceeding 90 days. All persons, including commissioned officers, enlisted personnel, and government employees, assigned to activities and commands within Hampton Roads and aboard locally based fleet units, and employees of commercial firms that conduct business her in installations, will obtain vehicle permits at respective installation Pass and ID Offices. Applicants must present the following documents to obtain vehicle permits:

(1) Current Vehicle Registration. Vehicles must be registered in the applicant's name, or in the name of a military dependent or in a commercial firm's name. A spouse of a service member who is deployed, TAD, hospitalized, etc., may be issued a decal providing the spouse has the vehicle's valid registration and a current dependent's identification card. When the registered owner of the vehicle is not available, a power of attorney or notarized letter authorizing the applicant to use the vehicle is required. A rental or lease contract in the applicant's name can be used to register a vehicle on the base.

(2) Valid Driver's License. Armed Forces personnel and their dependents that co-reside must present a valid driver's license issued by one of the 50 states. Civilians must present a valid license issued by the Commonwealth of Virginia or the state from which they commute daily.

(3) Public Liability and Property Damage Insurance. The insurance must cover the vehicle and the driver in compliance with Virginia Motor Vehicle Liability laws. Lesser amounts of insurance are acceptable provided they meet the minimum requirements of the

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state in which the vehicle is registered. This exception applies only until the expiration date of the current policy, but not more than one year. Thereafter, insurance coverage must meet Virginia Motor Vehicle Liability Law.

(4) Standard Vehicle Safety Inspection Sticker. All vehicles will be required to have a valid vehicle safety inspection prior to registering their vehicle on Mid-Atlantic installations. Safety inspections are required regardless of whether the state the vehicle is registered in requires a safety inspection.

b. Attachment of Vehicle Decals. DOD decals must be physically attached to the vehicle. The decal will be placed on the top center of the windshield in the following manner:

(1) Registration Strip placed parallel to the top of the windshield.

(2) Installation Strip centered directly below and parallel to the bottom of the registration strip.

(3) Expiration month will be placed directly below the registration strip to the left of the installation strip. The year will be placed to the right of the installation strip.

(4) Rank strips may not be placed on the windshield with the decal due to restrictions set by the state. If used, they may be affixed to the back of the rear view mirror.

c. DOD decals are not to be interchanged between vehicles. Upon sale or disposal of a vehicle, the decal must be returned to installation Security Department's Pass and ID Office. Personnel being discharged from the Armed Forces or civilian employees who are resigning, retiring, or terminating employment must also turn in their decals.

d. Pass issuing activities shall not knowingly issue a vehicle decal to any person whose vehicle already bears a current decal from another Department of the Navy activity until the existing decal is removed. Persons whose vehicles bear more than one decal will be required to surrender all except the one issued at their primary duty station. However, retired Armed Forces personnel who work at a Naval activity aboard an installation in Hampton Roads and who have a vehicle permit issued by a non-Navy military activity, may display both permits.

e. Vehicle decals for motorcycles will be issued only after the owner has completed an approved Motorcycle Operator's Course as specified in this manual.

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f. A Temporary Vehicle Pass, valid for up to 90 days, renewable in special circumstances, will be issued at installation Security Department Pass and ID Offices to persons listed below:

(1) Personnel reporting for permanent duty pending receipt of a permanent vehicle decal.

(2) Personnel who have recently purchased a vehicle with temporary registration who are awaiting receipt of permanent registration.

(3) Personnel whose business aboard an installation in Hampton Roads is of short duration, but more than 24-hours in length.

(4) Personnel who are using another persons vehicle which does not bear a valid DOD decal for a temporary period (two weeks).

(5) Long-term houseguests of installation residents aboard the installation (hosts should make arrangements at respective installation Security Department Pass and ID Office).

(6) Government/private/leased/rental vehicles (rental/leased contract will suffice in lieu of registration).

g: In the event of heightened security measures, a Visitor's Pass, valid on date assigned, will be issued to persons listed below (evidence of liability insurance is not a requirement for issuance of these passes):

(1) Any guest of a member or dependent of the Armed Forces stationed on the installation.

(2) Active duty military personnel or their dependents who are visitors in the area or who have reported for permanent or temporary duty and have not yet obtained a permanent or temporary local vehicle permit.

(3) Retired military personnel and their dependents for purposes of conducting official business (legal, etc.), or for humanitarian reasons.

(4) Reserve military personnel not on active duty.

(5) Business visitors and contractors.